

# Do you need a fire flow test?

To order a flow test, customers are required to **submit a letter of request with a check for \$570 payable to "City of Philadelphia"**. Any checks with the incorrect information will be returned.

**Step 1:** E-mail letter of request and utility plan / sketch to [wtr@phila.gov](mailto:wtr@phila.gov)  
Include "FLOW TEST REQUEST" in subject line

**Step 2:** Mail with tracking (USPS, FedEx, UPS), the check and copy of letter of request to:

Philadelphia Water Department  
Attn: WTR FLOW TEST  
1101 Market Street, 2nd Floor  
Philadelphia, PA 19107

## This letter of request must include:

- Property address including zipcode
- Contact information of the property owner, construction manager, or other primary contact for the site of interest (any contact that would let the PWD into an existing building or an active construction site)
- Location of existing or planned water connection (street name and/or service size)
- Name, telephone number and e-mail address where the hydrant flow test letter should be sent
- Check number



For questions regarding the submittal process, please e-mail Water Transport Records at [WTR@Phila.gov](mailto:WTR@Phila.gov)